

OFFICE MEMORANDUM

NO. 2

1 February 1952

TO: Chief, General Support Unit
Chief, Secretariat Unit
Chief, Coordinating and Contracting Unit

SUBJECT: Mail Room, Correspondence Control and Logging

1. All incoming formal correspondence will be delivered to room 1703-J (which will serve as the mail room for this Staff). All items of seeming importance or controversial in nature will go over my desk and then be immediately redistributed to appropriate staff sections. Correspondingly, outgoing formal correspondence (prepared with proper routing sheets, courier receipts and envelopes) will be delivered to room 1703-J.

2. One Staff Log will be maintained for formal Staff correspondence.

3. All Top Secret material is to be routed through the Top Secret Control Officer. Top Secret numbers will be assigned to TS material originating in Units of this Staff by the TSCO. This material should also be prepared with routing sheets, receipts and envelopes.

4. All Staff members are requested to refer controversial problems to the Chief of each Staff section who will keep me advised before or after the fact depending upon the relative importance of the item, availability, etc.

5. A yellow tissue will be prepared for the Staff Chronological file (located in 1703-J) for all outgoing formal correspondence. This will not include contracts and Administrative Plans. In order to keep abreast of activity, I will review this chrono file regularly.

Chief
Administrative Staff (S)

STATINTL

KDE:mms

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